



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates
POSITION: **DCM Residence Housekeeper**
OPENING DATE: March 3, 2014
CLOSING DATE: March 14, 2014
WORK HOURS: Full-Time; 40 Hrs./Week
SALARY: Salary commensurate with experience

U.S. Embassy DCM (Deputy Chief of Mission) Residence is seeking a full-time, experienced house keeper.

Qualifications include:

- 1- English level 2 (limited knowledge)
- 2- Completion of secondary school
- 3- Minimum 2-3 years of custodial experience
- 4- Ability to work as part of a team

DUTIES & RESPONSIBILITIES

- *Responsible for maintaining the residence in a clean and orderly manner.
- *Responsible for using appliances such as washing machine, dryer, dishwasher, etc. correctly, and reporting any maintenance related issues with appliances or other features in the residence.
- * Ensures that all areas of the residence are swept, vacuumed, dusted, bathrooms cleaned daily, make beds, wash and iron clothing and linens, clothing properly put away, floors washed, and in general maintain the residence in a manner that would be presentable at any time of the day/night.
- * Replaces soaps, deodorizers, towels and empties waste baskets.
- * Serves at official events such as receptions, dinners and other events as necessary.
- * Meet and greet official guests as necessary for the events.
- * In the absence of the supervisor answer the telephone and provide answers to general inquiries.

TO APPLY

Interested candidates for this position should submit the following:

1. Résumé or Curriculum Vitae
2. Copy of Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver to: HUMAN RESOURCES OFFICE, U.S. Embassy Pristina

CLOSING DATE FOR THIS POSITION: MARCH 14, 2014 - BY CLOSE OF BUSINESS